



**AGENDA FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
TO BE HELD AT 6:00 P.M., THURSDAY EVENING, DECEMBER 9, 2004
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA – 2ND FLOOR**

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

CONSENT AGENDA

1. Discussion and Action on Approval of Minutes:

November 28, 2004

2. Discussion and Action on Approval of Contracts:

- A. Cooperative Education Contract with Eduardo Gonzalez from February 2, 2005 through August 31, 2005, for the Arts & Culture Department.
- B. Personal Services Contract with Larry E. Romero to perform the duties of Business Retention and Expansion Manager from December 14, 2004 through March 13, 2005, for Economic Development.
- C. Personal Services Contract with Ricardo Pando to perform the duties of Computer Operator II from December 10, 2004 through December 9, 2005, for the El Paso Public Library.
- D. Personal Services Contract with Daniel Maher to perform the duties of Secretary from December 10, 2004 through March 10, 2005, for the Mayor's Office.
- E. Personal Services Contract with Luis M Guerra to perform the duties of HIDTA Fiscal Administrator from December 31, 2004 through April 30, 2005, for the Police Department.
- F. Two (2) Personal Services Contracts with Esther S. Mata and Araceli Salcedo to perform the duties of Code Blue Program Coordinator from December 13, 2004 through September 16, 2005, for the Police Department.
- G. Cooperative Education Contract with Christian Benitez to perform the duties of Industrial Engineering Associate I from December 13, 2004 through December 12, 2005, for Solid Waste Management.
- H. Cooperative Education Contract with Hayde L. Rivas from December 13, 2004 through December 12, 2005, for Solid Waste Management.

- I. Independent Contractor Contract with Keep El Paso Beautiful, Inc. for the purpose of educating the community about the long-term benefits of developing and maintaining a clean and healthy community through August 31, 2005 for Solid Waste Management.

3. Discussion and Action on Approval of Applications for Outside Employment:

A.	Adcox-Kenith R.-Police	LL.	Mendoza-Roberto-Police
B.	Adcox-Kenith R.-Police	MM.	Mitchell-Ben-Police
C.	Aguilar-Eddy-Parks & Recreation	NN.	Morales-Elizabeth A.-E.P.W.U.
D.	Aguirre-Robert-Police	OO.	Nieto-Robert-Police
E.	Alvarez-Alejandro-Police	PP.	Orozco-Conrad C.-Library
F.	Alvarez-Alfredo-Police	QQ.	Parra-Salvador-Police
G.	Armitage-Darwin L.-Police	RR.	Pereda-Ruben-Fire
H.	Bare-Josefina-Police	SS.	Ponce-Carlos-Police
I.	Belles-Jeffrey A.-Fleet Services	TT.	Ramirez-Jose Luis-Police
J.	Briones-Alfred-Police	UU.	Reyes-Patricia-Police
K.	Burch-Keith-Fire	VV.	Rodriguez-Juan F.-Fire
L.	Carrasco-Guadalupe G.-Munic.Court	WW.	Rojas-Carlos-Police
M.	Carrillo-Enrique-Police	XX.	Romero-Daniel Jr.-Police
N.	Casillas-Jeremiah J.-Police	YY.	Romero-Edmundo-Police
O.	Castañeda-Armando A. Jr.-Police	ZZ.	Ruybe-Eva-E.P.W.U.
P.	Cervantes-Julio F.-Fire	AAA.	Saavedra-Jaime Alonso-Police
Q.	Chaides-Mario-Police	BBB.	Sanchez-Jesus H.-Police
R.	Czerwinsky-Michael R.-Police	CCC.	Sarmiento-Luis-Police
S.	Dimm-Stanley F.-Police	DDD.	Saucedo-Edward-Police
T.	Dominguez-Lawrence-Police	EEE.	Sena-Jesse A.-Police
U.	Duran-Andrew-Police	FFF.	Sepulveda-Alvaro A.-Police
V.	Gable-Robert G.-El Paso Zoo	GGG.	Serna-Sylvia-Police
W.	Gonzalez-Carlos G.-Police	HHH.	Serrano-Thomas-Community Dev.
X.	Goroeoff-Martina-Police	III.	Slack-Henry-Police
Y.	Guerra-Andres-Police	JJJ.	Soto-David-Police
Z.	Gutierrez-Hilda-Airport	KKK.	Spencer-Ernesto-Police
AA.	Gutierrez-Kendall-Fire	LLL.	Stokes-William-Police
BB.	Holmes-James A. Jr.-Police	MMM.	Thompson-David-Police
CC.	Huddleston-Rosalynn-Police	NNN.	Torres-Francisco Xavier-Police
DD.	Liston-Dustin D.-Police	OOO.	Valencia-Eduardo-Police
EE.	Lucero-Gabriel-Police	PPP.	Walter-Gregory A.-Parks & Recreation
FF.	Machuca-Ricardo-Police	QQQ.	Wheeler-Amy-Parks & Recreation
GG.	Madrid-Benito-Police	RRR.	Whitaker-Christine-Police
HH.	Martinez-David-Police	SSS.	White-Wade H.-Police
II.	Martinez-Martin-Mass Transit	TTT.	Zalokar-Debra-Police
JJ.	Mears-Christopher T.-Police	UUU.	Zaragoza-Juan M.-Mass Transit
KK.	Medina-Michael A.-Police		

4. Notice of Promulgation of Eligible Lists:

Item Not Used

5. Discussion and Action on Approval of placement of incumbents into reclassified positions in accordance with Rule 11, Section 9:

	Title	Code	Grade
Official:	Secretary I	1821	GS 13
Proposed:	Secretary II	1822	GS 16
A.	Cubillos, Martha - Police		
B.	Mendoza, Araceli - Police		
C.	Lagunas, Consuelo - EPWU		
Official:	Clerk Typist III	1813	GS 13
Proposed:	Secretary I	1821	GS 13
D.	Arellano, Irene -EPWU		
Official:	Clerk Typist II	1812	GS 09
Proposed:	Personnel & Accounting Clerk	1601	GS 15
E.	Flores, Martha - Parks & Recreation		
Official:	Clerk Typist II	1812	GS 09
Proposed:	Secretary I	1821	GS 13
F.	Little, Donna - Parks & Recreation		
6. For Notation: Request to have appeal heard by Arbitrator:
 - A. Baeza, Noe – Suspension - Police Dept. (IA04-132)
 - B. Headen, Karim – Suspension – Police Dept. (CP04-143)
 - C. Saavedra, Jaime A. – Suspension – Police Dept. (CP04-264)
 - D. Santos, Ricardo – Termination – Police Dept. (CP04-228)
7. Discussion and Action on request to assign pending appeal cases:
 - A. Acosta, Jose D. – Suspension – Sun Metro
 - B. Granados, Irene – Suspension – Solid Waste Management
8. Discussion and Action on request to have named placed on Transfer List:
 - A. Estrada, Alma R. – Accounting Clerk – Airport
 - B. Estrada, Irma – Information Entry Operator – Street Dept.
9. Discussion and Action on request to have name placed on Reinstatement List:

Aceves, Raul – Toll Collector – Street Dept.
10. Discussion and Action on Approval of Merit Increases in accordance with C.S.C. Guidelines:
 - A. Airport-Estrada, Alma Rosa-Accounting Clerk
 - B. Airport-Kilgore, Dianah L.-Land & Contract Administrator
 - C. Airport-Venegas, Ricardo M.-Env. Engineering Technician II
 - D. E.P.W.U.-Juarez, Humberto-Chief Technical Officer
 - E. Financial Services-Bertolli, Frances-Secretary III

- F. Fleet Services-Armas, Gustavo-Automotive Technician Supervisor
- G. Fleet Services-Elias, Robert-Automotive Technician II
- H. Fleet Services-Hernandez, David-Automotive Technician II
- I. Fleet Services-Holguin, Richard-Automotive Maint. Ticket Writer
- J. Fleet Services-Licon, Salvador-Automotive Technician II
- K. Fleet Services-Mascari, Mike R.-Automotive Technician II
- L. Fleet Services-Pulido, Samuel-Automotive Service Worker II
- M. Fleet Services-Rodarte, Daniel-Automotive Technician II
- N. Fleet Services-Vaquera, Alejandro-Automotive Technician I
- O. Information Technology-Dyer, Aracelli Blanca-Secretary III
- P. Planning, Res. & Dev.-Barajas, Margarita-Secretary III

11. Discussion and Action on Request for Temporary Promotion:

- A. Araiza, Andres – Solid Waste Management (Extension)
From: Refuse Collection Route Foreman
To: Automated Refuse Collection Operator
- B. Bristol, Richard – OMB (Extension)
From: Budget Management Analyst III
To: Strategic Budget Advisor
- C. Del Pino, Alicia – Fleet Services
From: Information Processor Operator
To: Secretary III
- D. Escobedo, Raul – OMB (Extension)
From: Budget Management Analyst III
To: Strategic Budget Advisor
- E. Rosales, Martin – Airport (Extension)
From: Custodial Worker
To: Shuttle Bus Operator

12. Discussion and Action on Request to Work Employee Out of Classification:

- A. Garcia, Mario – Fleet Services
From: Maintenance Mechanic II
To: Building Maintenance Supervisor
- B. Rivera, Victor – Fleet Services
From: Building Maintenance Worker II
To: Building Maintenance Supervisor

13. Discussion and Action on Approval of Hearing Officer's Invoice:

- A. Yetter, Bruce – Dated 11/08/04 – Montes-2004
- B. Yetter, Bruce - Dated 12/06/04 – Invoice #07-08-2004
- C. Yetter, Bruce - Dated 12/06/04 - Invoice #09-11-2004
- D. Yetter, Bruce - Dated 12/06-04 - Ortiz-2004

14. Discussion and Action on Request for Extension of Eligible Lists for an additional six months:
 - A. Trades Helper – Extended through 06/26/05
 - B. Refuse Collection Assistant Route Foreman – Extended through 04/29/05
 - C. Automotive Service Worker I – Extended through 06/15/05

REGULAR AGENDA

15. Discussion and Action on Rule 13, Leave of Absence, Resignation, Sick Leave and Vacations and associated changes to Ordinance 8064, regarding approval of and length of leaves of absence, FMLA, benefits during leave, working hours and other benefits.
16. Discussion and Action on Hearing Officer's Report and Recommendation:
 - A. Garcia, Victor – Suspension – Sun Metro (04-SM-01BY)
 - B. Muñoz, Alfredo – Suspension – Fire Dept. (03-FD-23BY)
17. Discussion and Action on Grievance filed by:

DeBruhl, Edward – Sun Metro
18. Discussion and Action on Appeal of Performance Evaluation of:

DeBruhl, Edward – Coach Operator – Sun Metro
19. Discussion and Action on status of Patrick Curry reclassification issue, Fire Department, reference reclassification from Firefighter to Fire Paramedic.
20. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.:
 - A. Prieto, Rosa – Accountant I
 - B. Flores, Luis – Carpenter

The Civil Service Commission will retire into Executive Session to deliberate on Item 21 and related matters pursuant to Civil Service Commission Rule 1, Section 2(d) and the Texas Government Code, Sections 551.071 – 551.074 to discuss any of the following (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.):
Section 551.071

21. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rules and Regulations:
- A. Moore, Guillermo – Airport Maintenance Lead Worker (Ord. 8064, 5.1.b.)
 - B. Moore, Guillermo – Airport Maintenance Lead Worker (11.3.g.)
 - C. Beltran, Adan – Automotive Service Worker I (8.1.d.4.)
 - D. Granillo, Cruz Jr. – Carpenter (Ord. 8064, 5.1.b.)
 - E. Sanchez, Ruben – Customer Relations Clerk (11.3.g.)
22. Discussion and Action on Hearing Officers' authority to forward a case to another Hearing Officer when they must recuse themselves.
23. Discussion and Action on rerated Performance Evaluation of:
- Bond, Terry – Human Resources Director – Human Resources
24. Discussion and Action on Pending Appeals of:
- A. Jimenez, Jesus Jr. (04-ST-04BY)
 - B. Miranda, Miguel (04-ST-05BY)
 - C. Torres, Javier (04-ST-06BY)
25. Discussion and Action on Hiring Hearing Officers.

Please note that you will need to have Acrobat Reader to open PDF documents. If you do not have Acrobat Reader you may download the free program from the following address:
<http://www.adobe.com/products/acrobat/readerstep2.html>.

Disclaimer: Attachments connected with the agenda items are the most recent documents available at the time of posting. Amendments to attachments may be made prior to the actual meeting.

Posted this 6th day of December, 2004 at _____ p.m. _____
Rosy Buenning, C.S.C. Recorder

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Human Resources at a minimum of 24 hours prior to the date and time of the meeting. Copies of this agenda will be provided in Braille, large print or audio upon request. Request must be made a minimum of 48 hours prior to the date and time of the meeting.

